

75-5673  
Executive Registry  
75-6169/84  
28 NOV 1975

DDA Registry  
Personnel-17

MEMORANDUM FOR: Secretary, CIA Management Committee  
SUBJECT : Special Retirement Options

1. Action Requested: That the Management Committee consider offering special retirement options on a selective basis.

2. Background:

a. The Office of Personnel has projected on-duty strength as of 31 December 1975 for use in considering whether it is appropriate again to offer special retirement options, i.e., discontinued service retirement under the Civil Service Retirement Act or involuntary retirement under the CIA Retirement and Disability System.

b. The Agency started the fiscal year 90 in excess of year-end ceiling.

c. As of 30 September all Directorates were below ceiling (including the DCI area) except for the DDI, which was virtually at ceiling.

d. As of 31 December 1975, we estimate that the Agency will be approximately 140 under ceiling: the DDI, 14 over; DMS&T, 37 under; DDA, 13 under; and DDO, 186 under. The DCI area, DDA and DMS&T estimate that they will be above ceiling on 30 June 1976.

e. It is likely that a cost-of-living increase will be offered to retirees sometime between February and April 1976. This could produce nearly 200 retirements from individuals who are qualified, even without special retirement options.

f. The special retirement options which were offered earlier in the fiscal year produced approximately 150 retirements. A second offering of these options would probably have lesser impact.

g. Separations other than retirements continue at an abnormally low rate as depressed economic conditions reduce the normal flow to other employers.

h. This low attrition rate creates problems for the research-oriented Directorates (Intelligence and Science and Technology), which depend upon an inflow of new skills.

i. Offering the special retirement options across-the-board earlier this fiscal year caused extensive losses of personnel with valuable skills, many of whom figured in executive development planning.

j. As feared, our regular offering of our special retirement options is now viewed by some employees as a right, without recognition that these are extraordinary options available only when Agency needs dictate the use of such options, such as surplus of employees either at the Agency or Directorate levels or within grades or occupational categories.

### 3. Staff Position:

a. Based on on-duty strength projections alone, the special retirement options are not justified at this time. As we are able to refine future projections of year-end strength, the situation may change and we may find it appropriate to offer these options again as a means of reducing personnel strength to achieve ceiling.

b. At the same time, however, the use of these special retirement options can be used to resolve special problems. For example, both the DBI and the DDS&T would benefit from a policy that would open room for a greater inflow of young professionals. If the special options

were afforded in these Directorates, the number of retirements flowing from the options would be comparatively small. An across-the-board option in the remaining Directorates, however, would open the door for a substantial increase in retirements which could have adverse effects:


- (1) increased retirement costs;
- (2) draw down the CIARDS quota;
- (3) retirement of many officers we would like to keep;
- (4) increased likelihood that the Agency would be below strength at the year-end.

c. These adverse effects could be controlled by a policy which limits the special retirement options to only those instances where an Agency interest would be served. For example, even within the Operations Directorate -- projected for 31 December at approximately 100 under ceiling -- there could be areas where a surplus exists, e.g., in occupational categories; at certain grade levels, or in individual offices, e.g., Latin America Division.

d. We believe that it is now time to communicate to employees that the use of special retirement options in the past served to resolve acute Agency interests; that such options can only continue to be used for such purposes; and that when an Agency interest cannot be served by offering these options, it is neither appropriate nor legal to do so.

e. Without surveying in detail each segment of the Agency for unique problems that would be resolved by such options, we believe it appropriate to authorize their use where clearly justified. The Director of Personnel could serve as the review mechanism to ensure that proposals to offer the options at Directorate or Office levels, or within occupational or grade categories are justified and appropriate within the context of criteria governing the offering of these options.

4. Recommendation: That the Director of Personnel be authorized to offer through 29 February 1976 the special retirement options upon review of specific proposals received from the Deputy Directors and the Chairman, E Career Service which serve to resolve a problem of surplus of personnel at organizational levels or within occupational or grade categories.

  
John F. Blake  
Deputy Director  
for  
Administration


STATINTL

The Management Committee approved the recommendation in paragraph 4 on 26 November 1975 with the following caveats:

A. The Deputy Directors be conservative in their identification of surplus categories.

B. The projection of on-duty strength for 30 June be the controlling basis for determining surplus situations.

STATINTL

  
Carl E. Duckett  
Secretary, CIA Management Committee

APPROVED: (\*See attached comments.)

W. E. Colby, Director

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DCI COMMENTS

In the computations of this question, please insure that the following conceptions are given full weight:

a. The importance of maintaining an input of young officers and of lateral entries each year. This is important to the health of the organization. The numbers involved may push the total at the end of the year higher than they would be if we merely took a passive and static approach to the total numbers now available.

b. The importance of continuing the process of encouraging the departure of individuals whose fitness evaluations are in the lowest percentile of their category and grade. For the health of the organization and for the benefit of these officers, their departures should be encouraged whatever the effect on a numerical computation of year and strength levels.



W. E. Colby  
Director

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*DBI*  
*5-1*

Administrative - Internal Use Only

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NOV 28 11 42 AM '75

SUBJECT: Special Retirement Options

Distribution:

- Orig - Return to D/Pers
- 1 - DCI
- 1 - DDCI
- 1 - ER
- 1 - Secretary, CIA Management Committee
- 2 - DDA
- 2 - D/Pers (1 w/held)
- 11 - Management Committee Members

O-D/Pers [REDACTED] FNMJanney:bkf (26 Nov 75)

STATINTL

DEC 3 3 25 PM '75  
ER

STATINTL

Approved For Release 2002/01/10 : CIA-RDP80-00473A000600040007-9

Approved For Release 2002/01/10 : CIA-RDP80-00473A000600040007-9

157-1000  
Personnel-17

DDA 75-6051

18 DEC 1975

MEMORANDUM FOR: Director of Personnel  
SUBJECT : Special Retirement Options

1. There are specific career sub-groups in the Directorate of Administration that are in a surplus situation requiring some personnel reductions to meet the 30 June 1976 ceiling. In order to achieve their ceiling authorizations the sub-groups have been authorized to offer to eligible and interested employees the opportunity to retire under special conditions.

2. The Offices of Personnel, Finance, Logistics and the MG Sub-Group, have been designated as being in a surplus situation and as such must reduce the number of their on-duty personnel. Therefore, I propose to offer to those offices the authority to retire personnel in the MP, MF, ML, and MG Career Sub-Groups under the Discontinued Service and Involuntary Retirement options through 29 February 1976. Since the other career sub-groups are not in a surplus situation, we do not propose to offer these retirement options to those sub-groups.

3. The following criteria must be met by those eligible employees interested in taking advantage of the discontinued service or involuntary retirement options:

a. Civil Service Retirement System

- (1) 50 years of age and have completed 20 years of creditable Federal service, or
- (2) have completed 25 years of creditable Federal service, any age.

Annuities are reduced one-sixth of one per cent per month (2% per year) for each month the individual is under age 55.



b. CIA Retirement and Disability System (CIARDS)

Have completed 25 years of creditable service at any age and have 10 years CIA service and five years qualifying service. No reduction in annuity will be made for age.

4. This retirement authority has been granted only through 29 February 1976. In view of the indications that there may be another substantial cost-of-living increase for annuitants, employees contemplating retirement may wish to give serious consideration to the two retirement options. Eligible careerists who desire to take advantage of one of the involuntary retirement options should notify their Personnel or Career Management Officer as soon as possible to ensure that the necessary processing can be completed.

/s/ John F. Blake  
John F. Blake  
Deputy Director  
for  
Administration

STATINTL

CMO/DDA [REDACTED] ckn (18 Dec 75)

Distribution:

Orig - addressee  
1 - DDA chrono  
~~1~~ - DDA subj  
1 - CMO chrono

PERSONNEL  
12 May 1975

DD/A ADMINISTRATIVE  
INSTRUCTION NO. 75-4

SPECIAL RETIREMENT OPTIONS

DD/A Registry

File Personnel-17

1. The Directorate of Administration is still in a surplus situation requiring some personnel reductions. In order to achieve this ceiling authorization, the components of the Directorate have been authorized to offer to eligible and interested employees the opportunity to retire under special conditions through 31 July 1975.

2. The following criteria must be met by those eligible employees interested in taking advantage of the discontinued service or involuntary retirement options:

a. Civil Service Retirement System

(1) 50 years of age and have completed 20 years of creditable Federal service, or

(2) have completed 25 years of creditable Federal service, any age.

Annuities are reduced one-sixth of one per cent per month (2% per year) for each month the individual is under age 55.

b. CIA Retirement and Disability System (CIARDS)

Have completed 25 years of creditable service at any age and have ten years' CIA service and five years' qualifying service. No reduction in annuity will be made for age.

3. This retirement authority has been granted only through 31 July 1975. In view of the indications that there may be another cost-of-living increase for annuitants, employees contemplating retirement may wish to give serious consideration to the two retirement options. Eligible careerists who desire to take advantage of one of the involuntary retirement options should notify their Personnel or Career Management Officer as soon as possible to ensure that the necessary processing can be completed.

STATINTL



John F. Blake  
Deputy Director  
for  
Administration

8 MAY 1975  
DC-m-75-279

CONFIDENTIAL

MEMORANDUM FOR: Deputy Director for Administration

SUBJECT : Designation of Surplus Personnel Situation for  
the Office of Communications Sub-Career Service

A review of the Office of Communications staffing and ceiling data indicates a surplus personnel situation will exist in the Office of Communications as of 30 June 1975. This surplus results primarily from the closing of Saigon Station and affects the job category of Telecommunications Specialists where we anticipate a surplus of [REDACTED] employees. Although we expect the surplus personnel situation will be mostly in the Telecommunications Specialist category we would propose to designate a general surplus situation for the OC Sub-Career Service.

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[REDACTED]

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Director of Communications

CONFIDENTIAL

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08 MAY 1975

MEMORANDUM FOR: Deputy Director for Administration

SUBJECT : Use of Voluntary Civil Service  
Discontinued Service and CIA  
Involuntary Retirement

1. The MF Career Subgroup is in an overstrength posture which is not attributable to specific categories of personnel, disciplines or grade levels.

2. It is recommended that the Civil Service Discontinued Service and CIA Involuntary Retirement Options be continued for members of the MF Career Subgroup at least through 31 July 1975.

(signed) Thomas B. Yale

Thomas B. Yale  
Director of Finance

APPROVED: See DD/A Admin Instruction 75-4, dtd 12 May 75  
Deputy Director for Administration

DISAPPROVED: \_\_\_\_\_  
Deputy Director for Administration

Distribution:

Original - Return to Director of Finance  
~~2~~ - DDA Chrono, Subject  
1 - OF/SS

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OJCS 1051-75  
7 May 1975

MEMORANDUM FOR: Deputy Director for Administration  
SUBJECT : Liberalized Retirement Policy for  
MZ Careerists

The Office of Joint Computer Support will be in a surplus situation requiring personnel reductions to meet the 30 June 1975 ceiling. It is requested that the MZ Career Sub-Group be designated as being in a surplus situation and that we be authorized to offer eligible and interested employees the opportunity to retire under the discontinued service or involuntary options.

STATINTL



Acting Director of Joint Computer Support

Distribution:  
0 + 1 - adse  
1 - C/AS/OJCS

7 MAY 1975

MEMORANDUM FOR: Deputy Director for Administration  
SUBJECT : Special Retirement Options

As a result of our review of current and projected requirements for the Office of Logistics (OL) as they relate to the personnel ceiling established for this fiscal year, I have determined that this Office is in a surplus personnel situation which must be resolved by 30 June 1975. It is, therefore, requested that, if the opportunity becomes available, OL would like to approve, for our use, discontinued service or involuntary retirement processes for the entire Logistics Career Subgroup, regardless of grade or function.

[Redacted Signature]

Michael J. Malanick  
Director of Logistics

STATINTL

9 May 1975

MEMORANDUM FOR: Deputy Director for Administration  
SUBJECT : Surplus of Personnel

As requested, we have analyzed our projected personnel status as of 30 June 1975. We project a small surplus. In view of this, and in view of the desire and opportunity to provide for recruitment of new talent, we recommend that we be authorized to adopt a liberal policy concerning retirement of our personnel who are eligible for discontinued service annuities under the Civil Service Retirement System or involuntary retirement under the Central Intelligence Agency Retirement and Disability System. We also recommend that we be authorized to offer this opportunity to the Medical Service Career Sub-Group in its entirety.




JOHN R. TIETJEN, M. D.  
Director of Medical Services

STATINTL

8 MAY 1975

MEMORANDUM FOR: Deputy Director for Administration  
SUBJECT : Special Retirement Options

I am offering the special retirement options to all eligible and interested members of the MP Career Sub-Group.

  
P. W. M. Janney  
Director of Personnel

STATINTL




6 MAY 1975

MEMORANDUM FOR: Deputy Director for Administration

SUBJECT : Discontinued Service Retirement

1. This memorandum responds to your request for information concerning the need for discontinued service and involuntary CIARDS retirement options within the Office of Security.

2. A review of the number of authorized professional positions and projected on duty strength of the Security Career Sub Group reveals that the number of professional personnel on duty on 30 June 1975 will exceed the authorized ceiling by approximately five employees. Therefore, we request that discontinued service and involuntary CIARDS retirement options be made available to all Office of Security professional employees.

  
Charles W. Kane  
Director of Security

STATINTL

DTL 75-1872


DD/A 75-2257

9 MAY 1975

MEMORANDUM FOR: Deputy Director for Administration

SUBJECT : Discontinued Service

Upon approval of the use of discontinued service, the Office of Training intends to extend this option on an office-wide basis in order to ensure that OTR will reach its authorized ceiling by 30 June 1975. This general application is also appropriate considering the fact that the four employees known to be willing to opt for retirement range in grade from GS-07 to GS-15 and each serves in a different type job category.

  
ALONSO RODRIGUEZ  
Director of Training

STATINTL

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DD/A 75-2234

15-1114

ER-75-6160/1

9 MAY 1975

MEMORANDUM FOR: Director of Central Intelligence  
FROM : Deputy Director for Administration  
SUBJECT : Special Retirement Options

1. Action Requested: That you authorize the special retirement options to eligible employees through 31 July 1975.

2. Background: On 7 May 1975 the Management Committee discussed a paper prepared by the Office of Personnel containing projections of on-duty strength as of 30 June 1975 and projections of on-duty strength in the context of the FY 1976 ceiling under the new combined ceiling counting system. That paper is attached for your information.

3. Staff Position: In its discussion, the Committee agreed that in addition to the DDA and the DDO, the DDS&T, DDI and the Chairman, Executive Career Service might also benefit from attrition which might result from offering the special retirement options to members of their career services. Such attrition would make possible achieving ceiling levels as of 30 June 1975 and resolving overages early in FY 1976. In addition, it would free ceiling for greater numbers of entry-level personnel, including minorities.

Please note that the attached paper recommends extension of the special retirement options to 31 August 1975. I feel that a more defensible date would be 31 July 1975, since it appears that a cost-of-living adjustment for retirees will be authorized effective 1 August 1975.

4. Recommendation: It is recommended that you authorize the Deputy Directors and the Head of the E Career Service Board to offer to eligible employees the option to retire under the discontinued service provisions of the Civil Service

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Retirement Act and the involuntary provisions of the CIA Retirement and Disability System under whatever limitations they deem necessary, and that this opportunity be made available through 31 July 1975.

John F. Blake  
Deputy Director  
for  
Administration

Attachment

APPROVED : 15/ W.E. COLBY

10 MAY 75  
Date

DISAPPROVED: \_\_\_\_\_

Distribution:

- Orig - Adse, return to D/Pers
- 1 - DDCI
- 1 - ER
- 1 - DDA Chrono, Subject
- 1 - D/Pers
- 1 - DD/Pers
- 1 - DD/Pers/SP-RAD

Originator: \_\_\_\_\_  
Director of Personnel

*(Signature) W. H. Jenney*

DD/Pers  bkf (7 May 75)

8 MAY 1975

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1 May 1975

MEMORANDUM FOR: Secretary, CIA Management Committee  
 SUBJECT : Special Retirement Options

1. Action Requested: That authorization be obtained to offer the special retirement options to eligible employees.

2. Background:

a. The Office of Personnel has updated its projections of on-duty strength and estimates that the Agency will be 91 over authorized staff ceiling on 30 June 1975 but 183 below by a combined count of staff and contract. OP projections are attached.

b. The decision to offer special retirement options was deferred to 1 May 1975 so as to be able to take into account allocated FY 1976 ceiling reductions. Certain components could find it advantageous to use special retirement options in May and June 1975 in order to absorb or to minimize the impact of specific position reductions.

c. Revised FY 1976 ceiling has now been allocated to the Directorates, so it is possible to relate projections of on-duty strength as of 30 June 1975 to the FY 1976 ceiling.

d. It appears that a cost-of-living increase will be authorized to retirees as of 1 August 1975.

3. Staff Position:

a. On 1 July 1975 the Agency will switch to a one-ceiling counting system. We believe the decision on special retirement options should be based on both the FY 1975 and 1976 projections and ceilings. During the transition from the present counting system to the single ceiling system, some components will find that an overage under the current system becomes an underage under the new system. In considering the FY 1976

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CL BY [REDACTED]

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ceiling figures, it is not yet known how OMB will treat the significant figure of personnel no longer needed in Southeast Asia; but this could mean a reduction in FY 1976 ceiling of as much as 400.

b. On the basis of current projections using the present counting system, the attached projections show the following overages as of 30 June 1975:

	<u>Staff</u>	<u>Staff and Contract</u>
DCI	9	1
DDA	54	54
DDI	18	36
Agency	91	-183

c. From these figures it would appear that the DDA and the DDI and some of the independent offices would obviously benefit from using the special retirement options. The following tabulation depicts the situation in the context of the FY 1976 ceiling (staff and contract):

	<u>Year-End (30 Jun 75)</u>		<u>Ceiling FY 1976</u>
	<u>Ceiling</u>	<u>Strength</u>	
		<u>Old Count</u>	

DCI  
DDA  
DDI  
DDO  
DDS&T  
TOTAL



25X9

\*Includes all full-time permanent only.

d. These figures show that the DCI area, DDS&T and DDI are projected below and the DDA and DDO above the FY 1976 ceiling on 1 July 1975. Further, there is the possibility that both the DDA and the DDO may lose some additional positions because of the pull out from Southeast Asia.

e. With respect to FY 1976, only the DDO and the DDA require the special retirement options. The decision to permit offering the options selectively in these two Directorates would provide them with flexibility in the event of reduced FY 1976

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ceilings. We believe the retirement options should be made available for the balance of this fiscal year and the first two months of FY 1976. Thereafter, the Management Committee could assess the need to extend these options further.

4. Recommendation: Because only the DDA and the DDO will be above the FY 1976 ceiling as of 30 June 1975 according to present estimates, I recommend that these two Directorates be authorized the selective use of the special retirement options to 31 August 1975. In their decision of which components should be authorized to offer the options, they should consider both their expected strength as of 30 June 1975 and the new Office ceilings applicable to FY 1976.

Signed

John F. Blake  
Deputy Director  
for  
Administration

Attachments

APPROVED : \_\_\_\_\_

\_\_\_\_\_ Date

DISAPPROVED: \_\_\_\_\_

Distribution:

- Orig - Adse, return to D/Pers
- 11 - Management Committee Members
- 1 - ER
- 2 - DDA
- 1 - D/Pers
- 1 - DD/Pers
- 1 - RAD

(Signed) F. W. M. Jancy

Originator:

\_\_\_\_\_  
Director of Personnel

29 APR 1975

DD/Pers [redacted] bkf (29 Apr 75)

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Approved For Release 2002/01/10 : CIA-RDP80-00473A000600040007-9



DD/A Registry

DD/A 75-2064  
PERS 75-1097

1 MAY 1975

MEMORANDUM FOR: Secretary, CIA Management Committee  
SUBJECT : Special Retirement Options

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b. The decision to offer special retirement options was deferred to 1 May 1975 so as to be able to take into account allocated FY 1976 ceiling reductions. Certain components could find it advantageous to use special retirement options in May and June 1975 in order to absorb or to minimize the impact of specific position reductions.

c. Revised FY 1976 ceiling has now been allocated to the Directorates, so it is possible to relate projections of on-duty strength as of 30 June 1975 to the FY 1976 ceiling.

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CL BY [REDACTED]

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b. On the basis of current projections using the present counting system, the attached projections show the following overages as of 30 June 1975:

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DDO			
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25X9

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John F. Blake

John F. Blake  
Deputy Director  
for  
Administration

Attachments

APPROVED : \_\_\_\_\_

\_\_\_\_\_  
Date

DISAPPROVED: \_\_\_\_\_

Distribution:

- Orig - Adse, return to D/Pers
- 11 - Management Committee Members
- 1 - ER
- 2 - DDA Chrono Subject
- 1 - D/Pers
- 1 - DD/Pers
- 1 - RAD

(Signed) F. W. M. Jenney

Originator: \_\_\_\_\_

Director of Personnel

DD/Pers [redacted] kf (29 Apr 75)

29 APR 1975

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<u>Ceiling</u>	<u>Year-End (30 Jun 75)</u>		<u>Ceiling</u> FY 1976
	<u>Strength</u>		
	<u>Old</u> <u>Count</u>	<u>New</u> <u>Count</u>	

DCI  
DDA  
DDI  
DDO  
DDS&T  
  
TOTAL



25X9

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